

CITY OF FOSTORIA
An Equal Opportunity Employer
JOB DESCRIPTION

Job Title:	Finance Administrator	Reports To:	Director of Finance
Employment Status:	Full-Time	Department:	Auditor's Office
Pay:	Ordinance	Division:	Finance

Qualifications:

Completion of high school education; knowledge of accounting, related experience, or minimum 2 years of related experience, or equivalent combination of education, training, or experience.

License or Certification Requirements:

None

Skills:

Use of standard office equipment such as computer, telephone, fax machine, scanner, and calculator (these are examples only and not intended to be all inclusive). Data entry, attention to detail, general math skills, calculate fractions/decimals/percentages, time management, data collection, data reporting, exercise independent judgement, understand and apply accounting principles to specific situations, communicate effectively, resolve conflict or complaints effectively, research and correction of errors as they develop, and familiar with preparing and editing WORD documents and EXCEL spreadsheets.

Inherently Hazardous or Physically Demanding Working Conditions:

Exposed to, may work with, or in the vicinity of potentially violent or emotionally distraught persons.

Job Duties:

- Processes accounts receivables by posting all revenue received, makes deposits and balances cash drawer daily
- Interfaces revenue from other departments when applicable; assist in end of month postings for balancing
- Prepares purchase orders, backs up and assists others with purchase order entry and questions
- Enters vendor information, any vendor maintenance, annual 1099MISC reporting
- Assists department heads with purchase order and receivable procedures, questions, or issues that arise
- Able to work closely, and communicate effectively, with accounts payable; assist in monthly reconciliation
- Assists the Auditor with preparing, maintaining, and reporting accurate financial information for the Revolving Loan Fund; able to work closely with, and communicate effectively with, the Chamber and FEDC
- Assists the Auditor with preparing, maintaining, and reporting accurate financial information for the CHIP grant and HOME funds; able to work closely with, and communicate effectively with, Seneca County WSOS
- Assists the Auditor with preparing, maintaining, and reporting accurate financial information for any other grant program the auditor's office may oversee
- Orders supplies for auditor/income tax office
- Takes care of the postage machine, funds, supplies, and forward department usages to accounts payable
- Balances EMS bank account(s), oversees the EMS revenue received/collections of, and communicates with the billing company on a regular basis to resolve any questions or issues that may arise
- Submits financial information to Ohio Checkbook monthly
- Process and oversee the collections of monthly bed tax
- Performs other duties that may be assigned that are associated with Fostoria finances
- To perform work duties in a professional manner with exceptional service, teamwork, and communication skills

Created: 07/19/2019 Date Adopted: _____